

Tamara Wells

HR ADMINISTRATOR

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SUMMARY

HR administrator with 4 years of HR administration and records management, now at a 500-employee construction and engineering firm in Columbus. Runs new hire paperwork and I-9 compliance, HRIS entries and PTO records, and produces HR reports in Excel and PowerPoint with close attention to detail. Handles payroll and medical files with strict confidentiality.

SKILLS

Other Skills: HRIS, Excel, Word, Outlook, PowerPoint, Microsoft Office Suite, I-9 Compliance, Records Management, Confidentiality, Attention to Detail

EXPERIENCE

HR Administrator 03/2023 - Present
Olentangy Builders Group Columbus, OH

HR administrator for 500 office and field employees.

- Process new hire paperwork, I-9s and E-Verify for about **30** hires a month across 14 job sites.
- Handle 250+ HRIS changes a month for pay, title and status updates at 99.7% accuracy.
- Track PTO, leave and certifications in Excel, flagging about 40 expiring safety cards a quarter.
- Draft HR letters, policy notices and handbook pages in Word and send updates in Outlook.

Human Resources Assistant 01/2022 - 02/2023
Buckeye Insurance Services Dublin, OH

- Audited **400** personnel files and fixed missing forms in about 1 in 5.
- Scheduled 25 interviews a week and booked rooms for new hire orientation.
- Built a monthly headcount deck in PowerPoint for the HR manager.
- Answered employee questions on PTO and benefits at the front desk.

Office Assistant (Part-Time) 08/2019 - 12/2021
Scioto Legal Group Columbus, OH

Part-time job while at Ohio State.

- Filed **150+** client documents a week and kept the records room in order.
- Answered about 60 calls a day and scheduled appointments for 5 attorneys.
- Typed letters and forms in Word from attorney notes.

EDUCATION

Bachelor of Science in Business Administration 12/2021
The Ohio State University Columbus, OH
Human Resources

CERTIFICATES

Associate Professional in Human Resources (aPHR) 06/2022
HR Certification Institute (HRCI)